

Subject: [Fwd: Correspondence Issues]
Resent-From: nws.executive.affairs@noaa.gov
Date: Mon, 01 Nov 2004 13:23:37 -0500
From: "Helen Halloway" <Helen.Halloway@noaa.gov>
To: _NWS HQ Executive Affairs <nws.executive.affairs@noaa.gov>,
Nicholas Leivers <Nicholas.Leivers@noaa.gov>

The AAs will soon be receiving a memo from the Acting Deputy Under Secretary addressing a number of correspondence issues. Below are the issues that will be addressed and Exec Sec will return any packages that do not comply.

1. Packages are to be complete when sent forward by the line office. This includes a cover memo. Where LO GC clearance is required, it must be included in the package.
2. The cover memo must contain what was requested in the incoming correspondence and why the Admiral should sign the letter. "I recommend you sign this letter" is not acceptable.
3. All questions and requests in the incoming correspondence must be addressed in the response. If there is a reason that an issue is not addressed, it must be fully explained in the cover memo.
4. Correspondence requiring significant edits, will be returned to the line office for revision. However, due dates will not be extended for rewrites.
5. If a package is late from a line office, a lateness memo must be submitted to the Deputy Under Secretary explaining the reason for the delay. An explanation of lateness stating the staff person responsible for the response was out of the office is not acceptable.
6. Once documents are in the clearance process, any office not meeting the "Date Due" will also be required to submit a lateness memo.
7. If an office does not have access to WebCIMS, an electronic copy must be sent to Ecorr when a package is submitted.
8. The use of "N/A" for a "Date Due" on an assignment or a folder has created problems with producing reports. The "Date Due" field must have a date entered.
9. Sentences should be short, concise, and in the present tense.
10. The use of words ending in "ly" should be avoided if at all possible. Use "we" instead of "I" for correspondence signed by the Admiral and also when referring to NOAA. The word "that" is being used excessively and should only be used when essential.
11. Letters should be one page. If a letter must go to a second page, one or two lines before the signature is not acceptable.
12. Letters for the Secretary's signature must have paragraphs indented one tab.

It is Exec Sec's role to be facilitators for controlled correspondence as it goes through the clearance process. Packages should be complete and properly

edited before submitting to Exec Sec. We will make minor punctuation and grammatical edits.

FYI - "Through" lines may now be used for memos coming to the Admiral. However, it should not be spelled "Thru."

I am attaching a sample of the proper format for memoranda to the Secretary from the Admiral. As mentioned above, any memos not in this format will be returned.

If you have any questions, please give me a call at (202) 482-2985.